



Agency Records Disposition Schedule

Department: Department of Revenue

Division: Taxation and Collection

Section: Business Tax

Sub-Section: Cigarette Tax

TITLE: Cigarette City Schedule/Records

CUTOFF: EOSFY

DESCRIPTION: Documents detailing the shipment of cigarette tax stamps into a Missouri city. Used by municipalities to determine if any local taxes may apply to cigarettes shipped to various retailers within a respective city.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23433

SERIES STATUS: Approved

APPROVAL DATE: 6/19/2012

TITLE: Cigarette Monthly Manufacturer and Import Reports

CUTOFF: EOSFY

DESCRIPTION: Monthly report detailing shipments of cigarettes from manufacturers and documentation received from other states listing product that was shipped into Missouri.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23432

SERIES STATUS: Approved

APPROVAL DATE: 6/19/2012

TITLE: Cigarette Tax Decal Files

CUTOFF: EOSFY

DESCRIPTION: Documents include cigarette decal orders requested by licensed cigarette wholesalers. Also includes documents indicating shipments of cigarette tax stamps to licensed cigarette wholesalers.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7059

SERIES STATUS: Approved

APPROVAL DATE: 6/19/2012



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation and Collection

Sub-Section: Cigarette Tax

TITLE: Consolidated Cigarette Tax Wholesalers Monthly Report

CUTOFF: EOSFY

DESCRIPTION: Monthly reports submitted by licensed cigarette wholesalers detailing beginning and ending inventory of unstamped product, product purchases during the month, cigarettes stamped during the month, any returns to the manufacturer and decal stamps purchased during the month.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7055

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Master Settlement Agreement Reports

CUTOFF: EOSFY

DESCRIPTION: Documents pertaining to the monthly stamping of cigarettes for sale in Missouri (including roll your own tobacco) by licensed wholesalers. Reports are used in court proceedings concerning the Master Settlement Agreement between the states and tobacco companies. Reports are also used to verify compliance with the Missouri Tobacco Directory and for auditing of cigarette wholesaler licensees.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 19523

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012
